## PIPD New Employee Checklist

**Welcome to CIO/IMS/IRRG/PIPD!**
In English that's:
CIO: Chief Information Officer
IMS: Information Management Services
IRRG: Information Review and Release Group
PIPD: Public Information Programs Division

What follows is a list of things to help you get settled in during your first few weeks with IMS. Ask any of the PIPD staff members for help if you need it!

**Forms and Websites**
Verify your accesses to the following (your orientation team rep will send you a list of links to the various websites/databases[_____]                                                                    (b)(3)

✓    Update your Locator information with your office phone numbers, etc. (from CIALink,       CIA Act
      click "Locator Update")
___  Complete your IMS Check In/Out Sheet
___  Visit and bookmark the IMS website
___  Verify your access to the IMS internal website (click on login at the very bottom of the
      IMS external website)
✓    If you do not already have an Agency Internet Network (AIN) account see your
      supervisor.
___  Visit and bookmark the Information Management Institute (IMI) course schedule and
      review upcoming courses of interest to you (training plan included in your orientation
      package)
                                                                                              CIA Act
___  Verify your access to the IRRG/PIPD Share drive
✓    If you are having problems setting up your voice mail, call[_____]for help or visit the
[_____]          (b)(3)

[_____]                                                                                 (b)(3)
Verify your accesses to the following (your orientation team rep will send you a list of links to
the various websites/databases[_____]                                                     (b)(3)

___  FOIA Internal Business Procedures                                           CIA Act
___  PIPD Policies
___  PIPD[___]                                                                             (b)(3)
___  General FOIA[___]                                                                     (b)(3)
___  IMS Orientation Team[___]                                                             (b)(3)
___  CADRE[___]
___  IRRG[___]
___  PIPD[___]
___  CIA[___]                                                                              CIA Act
___  Intellipedia

**Databases**
Verify your accesses to the following (your orientation team rep will send you a list of links to
the various websites/databases/[_____]                                                    (b)(3)

___  PIPD Calendar                                                                           CIA
___  CIO ENROLL (training database)                                                          Act
___  Agency Release Panel Database

APPROVED FOR
RELEASE DATE:
28-Feb-2014

## Introductions

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(b)(3)
cia

— IRO officers/staff (DIR, DI, DS, DS&T, NCS)

## Meetings

Schedule meetings with:                    (b)(3)        CIA Act

— ☐ C/PIPD
— Your supervisor                                              (b)(3)        CIA
— Joe Lambert, D/IMS, ☐                                                      Act
— ☐                                            (b)(3)

## Meetings (attendance required)

— PIPD Staff weekly meeting, Thursdays, 0830 ☐                    (b)(3)
— FOIA Case Managers' bi-monthly meeting, Wednesdays, 10:00-11:00 (room      cia
  ☐

## Training and IMS Applications

— Vault training for ☐ with orientation team member or supervisor         (b)(3)
— Register for IMS Orientation through ENROLL                              CIA
— Take Information Management CBT (see link on IMS website)

## Ask your Orientation Team rep to show you where to find

— Agency Scanning Center ☐ where documents are introduced into CADRE       (b)(3)
— Registry ☐ for classified/unclassified fax machines, mail, etc.          cia
— Classified Trash Room ☐ for disposal of filled burn bags, classified waste
— PIPD file room ☐ to retrieve case folders
— PIPD supply cabinet (☐
— Fitness Center ☐ treadmills, stationary cycles, Stairmaster, weight machines,
  locker rooms, etc.
— Nurse's station ☐; For emergency call (s) ☐
— Break-room (if you are a coffee drinker and desire to join the coffee fund, please see
  ☐
— Cafeteria
— ☐ (conference rooms for FOIA Branch case manager and PIPD staff
  meetings)

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